



OKLAHOMA NATIONAL GUARD  
**JOINT FORCE HEADQUARTERS**  
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OKHRO

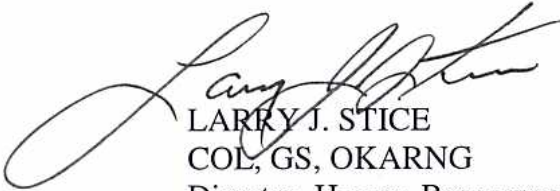
19 December 2005

MEMORANDUM FOR All Dual Status Technicians and Supervisors of Dual Status Technician

SUBJECT: Dual Status Position Description (PD) Addendum

1. The attached Position Description Release, CRA 05-1006, dated 30 June 2005, has added a requirement for an addendum to all dual status (excepted technician) PD's. Supervisors must add a copy of the addendum to the employee's file and give a copy to each technician. The HRO-Employee Services section will add a copy of the addendum to the dual status technician's official personnel folder.
2. The addition of the addendum does not affect the positions classification and has no impact on title, series or grade.
3. Point of contact is SFC Chester Wilburn at (405) 228-5344 or DSN 628-5344.

FOR THE ADJUTANT GENERAL:

  
LARRY J. STICE  
COL, GS, OKARNG  
Director, Human Resources

# Position Description(s) Release

## *FOR IMPLEMENTATION BY THE HRO*

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**RELEASE DATE:** 30 June 2005

**RELEASE NO.:** CRA 05-1006

**RELEASING AUTHORITY:** NGB-J1-TNC

**OFFICE of PRIMARY RESPONSIBILITY:** NGB-J1-TN

**SUBJECT:** Dual Status PD Addendum

**POSITION DESCRIPTIONS (PDs):** All Dual Status Standard and Exception Position Descriptions

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Due to the military nature of National Guard, there are a variety of infrequent non-occupation specific duties inherent in all dual status technician positions. To ensure these duties are a recognized part of all dual status position descriptions, NGB-J1-TNC has developed a mandatory task statement for all dual status standard and exception position descriptions.

The addition of this statement to existing dual status position descriptions will be processed using our current addendum process. These tasks have **no impact on a position's classification and should NOT be addressed in any technician's performance standards**. To emphasize this fact, instead of adding the addendum to the main duties section of each position description, we have added a section titled "Other Significant Facts" to all dual status position descriptions that should contain the attached task statement.

Please reference the enclosed Addendum to all existing dual status standard and exception position descriptions. This addendum should be added to all dual status position descriptions located in the HRO position description library as well as the current position description located in each dual status technician Supervisor's Work Folder. Addendums should also be provided to each dual status technician and their immediate supervisor.

**Classification Specialists should coordinate with their local Labor Relations staff prior to implementing this package.** While NGB has completed its national consultation regarding this addendum, there may be local impact and implementation bargaining required prior to implementation.

Point of contact in NGB-J1-TNC is Debbie Spilman at DSN 245-2175, CML (801) 245-2175, or [debra.spilman@utsalt.af.mil](mailto:debra.spilman@utsalt.af.mil). Point of contact in NGB-J1-TNL is Mr. George DeMarse at DSN 327-1497, CML (703) 607-1497, or [george.demarse@ngb.af.mil](mailto:george.demarse@ngb.af.mil).

Enclosures

//signed//  
DEBRA J. SPILMAN  
Acting Chief, Classification and  
Position Management Branch

**ADDENDUM FOR ALL DUAL-STATUS POSITION DESCRIPTIONS****d. OTHER SIGNIFICANT FACTS**

Incumbent may be required to prepare for and support the mission through the accomplishment of duties pertaining to military training, military readiness, force protection and other mission related assignments including, but not limited to, training of traditional Guard members, CWDE/NBC training, exercise participation (ORE/ORI/UCI/MEI/OCI/IG, etc.), mobility exercise participation, FSTA/ATSO exercise participation, SABC training, LOAC training, weapons qualification training, participation in military formations, and medical mobility processing within the guidelines of NGB/ARNG/ANG/State/TAG rules, regulations and laws.